

PURCHASING USER MANUAL

THE REQUISITIONS STATUS SCREEN

INTRODUCTION

The **Status** screen displays a list of requisitions that have been saved in the application and allows you to find requisitions by several criteria. A requester can check on the status of their requisition by viewing the **Status** column or by opening the specific requisition to view the status and/or **Receipt info** of each line item. NOTE: A requisition could have several line items each with a different status, so an individual line item status may not be reflected in the overall requisition status.

Figure 1 - Requisitions Status screen

	Trk #	Req #	Requester	Req'd Date	Description	Status
Approve	113	DSA07003	MERIDETH HACKNEY	12/13/2007	Employee Supplies	Awaiting Line Approval
Fiscal	111	DSA07004	SUANNIE KORA	12/04/2007	Office Awards Function	Awaiting Fiscal Coding
Edit	115	DSA07005	TU ANH BOCKENSTETTE	03/20/2008	TEST PROCESS	Requisition Rejected
Approve	128	DSA07007	TU ANH BOCKENSTETTE	12/14/2007	testing look ups and edits on TC 215	Awaiting Line Approval
Authorize	130	DSA08001	MERIDETH HACKNEY	01/28/2008	still trying to hit 215 edit error	Awaiting Authorization
Select	204	DSA08002	DAN GREITZER	03/13/2008		Ready for Purchasing

By default, the application displays requisitions that are **Active or Recently Received** and, if your agency has created Requisition Departments, are in the departments that you belong to (**My Departments**).

Purchaser can also view the same requisition status through the **Req Status** screen. The features and functionality is the same as it is for the Requisitions **Status** screen.

Figure 2 - Purchase Orders Req Status screen

	Trk #	Req #	Requester	Req'd Date	Description	Status
Select	252	D8000	JAMES CARTER	04/02/2008	Wheels	Ready for Purchasing
Select	204	DSA08002	DAN GREITZER	03/13/2008		Ready for Purchasing
Select	235	DSA08015	MERIDETH HACKNEY	03/26/2008	Grant Busint 00	Ready for Purchasing

LIST OF REQUISITIONS

The bottom section of the screen displays a list of requisitions. The list is organized by column headers to show the following information:

- **Trk #.** The number of a requisition that is in process but has not been completed. To identify requisitions that do not have requisition numbers.
- **Req #.** The requisition number (if the requisition has been completed).
- **Requester.** The name of the person who created and saved the requisition.
- **Req'D Date.** The date the requisition was created and saved.
- **Description.** The description of the requisition (if one was entered).
- **Status.** The status of the requisition, such as Awaiting Line Approval, Awaiting Fiscal Coding, Ready for Purchasing, Line Item Rejected, Awaiting Authorization, Itemize in Progress, All Items Received, Some Items Received, All items received or cancelled, or New Requisition. NOTE: A requisition could have several line items each with a different status, so an individual line item status may not be reflected in the overall requisition status.

1. To sort the requisition list, click a column header to sort by. For example, click Requester to sort by the requesters' names in alphabetical order.

Figure 3 - Column headers

The screenshot shows the 'Requisition' tab selected. Below the search filters, a table of requisitions is displayed. The column headers are circled in red:

Trk #	Req #	Requester	Req'd Date	Description	Status
131	DSA07009	JAMES CARTER	12/20/2007	notebooks	Awaiting Li
130	DSA08001	MERIDETH HACKNEY	01/28/2008	still trying to hit 215 edit error	Awaiting A
204	DSA08002	DAN GREITZER	03/13/2008		Ready for P
207	DSA08003	SUANNIE KORA	03/13/2008	PARTY ITEMS	Awaiting Fi

2. To open a requisition, click the **Select**, **Edit**, **Authorize**, **Fiscal**, or **Approve**, link next to it to complete the process as indicated in the **Status** column.

Figure 4 - Open a requisition

The screenshot shows the same interface as Figure 3. In the table, the 'Fiscal' link for requisition 111 is circled in red, and its status 'Awaiting Fiscal Coding' is also circled in red.

Trk #	Req #	Requester	Req'd Date	Description	Status
113	DSA07003	MERIDETH HACKNEY	12/13/2007	Employee Supplies	Awaiting Line Approval
111	DSA07004	SUANNIE KORA	12/04/2007	Office Awards Function	Awaiting Fiscal Coding
115	DSA07005	TU ANH BOCKENSTETTE	03/20/2008	TEST PROCESS	Requisition Rejected
128	DSA07007	TU ANH BOCKENSTETTE	12/14/2007	testing look ups and edits on TC 215	Awaiting Line Approval

TO SEARCH FOR A REQUISITION

1. The first section of the Status screen contains search criteria to find requisitions. Select from the following:
 - **Req #.** The requisition number (if the requisition itemization has been completed).
 - **Tracking #.** The tracking number of a requisition that is in process (saved).
 - **Status.** The status of the requisition.
 - **Requisition Date Range.** The date range the requisition was created and saved.
 - **Departments.** Available only if your administrator has created Requisition Departments. Also, this menu will not be seen if a user is *only* a requester. A department is a group of users organized however an agency needs – e.g., by function or location, etc. A requisition or purchase order assigned to a Department can then be processed by the users in that department.
 - **My Requisitions.** Check this to find only those requisitions created and saved by you. (Not all users will have this option. It will not be seen if a user is *only* a requester.)
2. Click **Find**.
3. If desired, click **Reset** to reset the criteria to defaults and then click **Find**.

If you are having difficulty finding a requisition, try the following:

1. Uncheck **My Requisitions** (if applicable).
2. Change the **Departments** (if applicable) – try **All Departments**.
3. Change the Status – try **All Requisitions**.
4. Click **Find**.

TO FIND A PURCHASE ORDER NUMBER OF A REQUISITION

Once a requisition has been ordered, you can check the status of the items, the purchase order number, the name of the purchaser, and if any of the items have been received.

1. From the **Requisitions** menu, click the **Status** tab.
2. Click **Select** next to a requisition with a status of **Ordered**.
3. Check the **Receipt info** check box.

Figure 5 - Requisition receipt info

Department RAD: Research and Development		Req # 6546-S	Tracking # 298	New Requisition	Save	Print Preview
Need by	04/25/2008	All or Nothing	Req Notes	Req Atch		
Desc Binoculars			Make Template			
Status Ordered		Requested by JAMES CARTER (04/18/2008)		Edited by JAMES CARTER (04/18/2008)		Void Requisition
Add Item		Total: \$445.00		Clear All Items		
		Vendor Info		Coding Info		<input checked="" type="checkbox"/> Receiving Info
Notes	Atch	Status	Item #	Description	Purchaser	PO #
Menu		Ordered	333-ABC	Binoculars	PAMELA MENJIVAR 6235-Sx	
Menu		Ordered	8456AMC	Binoculars	PAMELA MEIJIVAR 6235-Sx	

The requisition items, the purchase order number, the name of the purchaser, etc. will be displayed

PURCHASING USER MANUAL

CREATING A LINE ITEM REQUISITION

INTRODUCTION

Any user with access to the Purchasing application can create a requisition.

- Any requester can create a requisition from the **Requisitions** menu, **Requisitions** tab.
- Any purchaser can create a requisition from the **Purchase Orders** menu, **Requisitions** tab. A purchaser can create a requisition on behalf of another person.
NOTE: A purchaser's requisition must be approved through the **Requisitions** menu, **Approval** tab or authorized, if required by the agency's process, on the **Requisitions** menu, **Requisition** screen).

TO CREATE AND SAVE A REQUISITION

There are no required fields to initially save a requisition. Your agency may require certain fields for you to complete.

1. Click the **Requisition** tab.
2. If your agency has created requisition departments, select a **Department**.
 - If you belong to only one department, it will be displayed by default.
 - If your agency has not created requisition departments, there will be no **Department** menu and one is not required.
3. If desired, enter a **Need by** date or select a date using the calendar icon. This will indicate to the purchaser that you want to have your request fulfilled by that date.
4. Check the **All or Nothing** check box, if desired. This will indicate to the purchaser that you require all of the items in your requisition, and if they cannot be purchased together, then the items should not be purchased.
5. Type a description in the **Description** field.

Figure 1 - New requisition

The screenshot shows the 'New Requisition' form. At the top, there are tabs for 'Status', 'Requisition' (which is active), 'Approval', and 'Reports'. Below the tabs, there are fields for 'Department' (set to 'SYS: Systems Admin.'), 'Req #' (with a dropdown arrow), and 'Tracking #' (with a dropdown arrow). To the right of these fields are buttons for 'New Requisition', 'Save', and 'Print Preview'. Below these fields, there is a 'BFY' field set to '2008', a 'Need by' date field set to '03/25/2008' with a calendar icon, and an 'All or Nothing' checkbox. To the right of these is a 'Req Atch' field with a dropdown arrow. Below these fields is a 'Desc' field with the text 'Packs' and a 'Make Template' button. At the bottom, there is a 'Status' field set to 'New Requisition' and a 'Requested by' field. The 'Edited by' field is empty.

6. If you are a purchaser creating a requisition from the **Purchase Order** menu on behalf of another person, select the person's name from the **Created for** : drop down menu.

Figure 2 - Requisition by a Purchaser

The screenshot shows the 'Requisition' tab in the application. The 'Created for' dropdown menu is highlighted with a red circle, showing 'PAMELA MENJIVAR' as the selected option. Other visible fields include Department (DSA: Statewide Accounting), BFY (2008), Need by (03/26/2008), Desc (Storage Containers), and Status (New Requisition).

7. If desired, click the **Req Atch** icon to attach scanned documents applicable to the requisition in general. You can add attachments at any time in the process. NOTE: You can also attach documents to individual line items using the **Atch** icon. See Attaching Scanned Documents.
8. Click **Save**. A tracking number (**Tracking #**) is automatically assigned so that the document can be tracked in the application. A requisition number has not been assigned yet.

Figure 3 - Requisition ready for line items

The screenshot shows the 'Requisition' tab with the 'Req Notes' icon highlighted. The 'Add Item' button is visible at the bottom left. The form displays a tracking number of 217 and a status of 'New Requisition'. The 'Desc' field contains 'Packs'. The 'Total' is \$0.00. The 'Add Item' button is highlighted in red.

9. If desired, click the **Req Notes** icon to add comments applicable to the requisition in general. You can add notes at any time. NOTE: You can also add notes to individual line items using the **Notes** icon.
10. Click **Delete Requisition** if you decide to delete the requisition after you have saved it.

TO ADD LINE ITEMS TO THE REQUISITION

Once the requisition is saved, you can begin adding items.

1. Click **Add Item**. A grid will be displayed for you to enter line item details.

Figure 4 - Adding a line item

The screenshot shows the 'Requisition' tab of a software interface. At the top, there are tabs for 'Status', 'Requisition', 'Approval', and 'Reports'. Below these, there are fields for 'Department' (BHS: BUREAU OF HOMELAND SE), 'Req #', 'Tracking #', 'BFY' (2008), 'Need by' (01/14/2008), 'All or Nothing', 'Req Notes', and 'Req Attach'. A 'Description' field contains the text 'Packs'. Below this, the 'Status' is 'New Requisition', 'Requested by' is 'JAMES CARTER (01/08/2008)', and 'Edited by' is 'JAMES CARTER (01/08/2008)'. At the bottom left, the 'Add Item' button is circled in red. To its right are checkboxes for 'Vendor Info', 'Coding Info', and 'Receipt Info', and a 'Clear All Items' button. Below these is a table with columns: 'Notes', 'Attach', 'Status', 'Item #', 'Description', 'Qty', 'U.M.', 'Price', and 'SubTotal Workflow'. The table has one row with 'Packs' in the 'Description' column, '0' in 'Qty', and '0.00' in 'Price'.

2. Enter an **Item #**, if needed.
3. Enter or edit a description in each **Description** field as needed.
4. Enter a quantity in the **Qty** field.
5. Select a unit of measure from the **U.M.** menu, e.g., Each, Box, Dozen, etc. (Select **More...** in the menu to select from all of the available units of measure.)
6. Enter the price for a single unit of measure in the **Price** field. The **SubTotal** field will automatically calculate the **Price** multiplied by the quantity (**Qty**).
7. If known, select a workflow from the **Workflow** menu. (A Workflow is not required until fiscal coding is completed.)
8. Continue to click **Add Item** to add as many items needed for your requisition.
9. To delete a line item or duplicate a line, click **Menu** next to that line item. NOTE: All line item menu options will be available after you click **Save** (see the [Requisition Line Item Menu](#) section below).

Figure 5 - Line Item menu

The screenshot shows the 'Line Item menu' options. The 'Status' is 'Itemize in Progress', 'Requested by' is 'JAMES CARTER (01/08/2008)', and 'Edited by' is 'JAMES CARTER (01/08/2008)'. Below this, there are buttons for 'Add Item', 'Clear All Items', and 'Delete Requisition'. A table with columns: 'Notes', 'Attach', 'Status', 'Item #', 'Description', 'Qty', 'U.M.', 'Price', and 'SubTotal Workflow' is shown. The table has one row with 'Shoes' in the 'Description' column, '5' in 'Qty', 'Pair' in 'U.M.', '40.00' in 'Price', and '200.00' in 'SubTotal Workflow'. A mouse cursor is hovering over the 'Menu' button next to the 'Shoes' row, which has opened a dropdown menu with the following options: 'Delete Line Item', 'Duplicate Line Item', 'Create Request Item', 'Show History', 'Show Full Description', 'Request Price Check', 'Edit Ship-To Address', and 'Edit Bill-To Address'.

10. If needed for your agency's process, check the **Vendor Info** check box and enter a vendor name and address.
 - If you enter a valid vendor number and suffix, the application will look up and automatically enter the name and address.
 - You can enter an invalid vendor number/suffix, but you must then also enter a vendor name.

The purchaser may add or update the vendor information with the actual vendor number and vendor name added by the purchaser when a purchase order is created.

Figure 6 - Vendor info

The screenshot shows the 'Requisition' tab of the purchasing system. The 'Vendor Info' checkbox is selected and circled in red. The form includes fields for Department (BHS: BUREAU OF HOMELAND ST), Req # (156), Tracking # (156), BFY (2008), Need by (01/14/2008), All or Nothing, Req Notes, and Req Atch. The Description is 'Packs'. The Status is 'New Requisition'. The Requested by is JAMES CARTER (01/07/2008) and Edited by is JAMES CARTER (01/07/2008). The Total is \$0.00. The 'Add Item' button is visible, and the 'Itemize Complete' button is also present. The table below shows one item: A1 Packs.

Notes	Atch	Status	Item #	Description	Sfx	Vendor	Business	Address	City	St	Zip	Area	Phone
			A1	Packs									

11. If you want to save the requisition and line items so that you can finish it later, click **Save**.
12. Click **Menu** next to a line item to take separate actions on each line item. See the [Requisition Line item Menu](#) section below.
13. If you are finished adding items to the requisition, click **Itemize Complete**.
14. If your agency has created requisition departments, and you have not yet selected a **Department**, you will be prompted to do so.

The screenshot shows the 'Requisition' tab with the 'Itemize Complete' button highlighted with a red circle. The 'Changes Saved' message is visible. The Status is 'Itemize in Progress'. The Requested by is JAMES CARTER (01/07/2008) and Edited by is JAMES CARTER (01/07/2008). The Total is \$400.00. The table below shows two items: A1 Packs (Qty 4, Price 60.00, SubTotal 240.00) and A2 Packs (Qty 2, Price 80.00, SubTotal 160.00).

Notes	Atch	Status	Item #	Description	Qty	UM	Price	SubTotal	Workflow
			A1	Packs	4	Each	60.00	240.00	wf1
			A2	Packs	2	Each	80.00	160.00	wf1

15. Depending on your agency's process and set up, the requisition is ready for authorization or for fiscal coding.

Description: Packs

Status: **Awaiting Fiscal Coding**

Requested by: TIM TRACE (01/07/2008)

Edited by: JAMES CARTER (01/07/2008)

Buttons: Make Template, Void Requisition, Add Item, Coding Complete, Changes Saved, Clear All Items

Vendor Info ☐ Coding Info ☒ Receipt Info ☐

Total: \$400.00

Notes	Atch	Status	Item #	Description	IC	R	Ref Doc	SIX	Mod	PCA	Index	ExpSub	Dtl	ReqSub
Menu		Awaiting Fiscal Coding	A1	Packs										
Menu		Awaiting Fiscal Coding	A2	Packs										

REQUISITION LINE ITEM MENU

After saving a requisition with line items added, you can use the line item **Menu** for a variety of functions.

Buttons: Add Item, Itemize Complete, Changes Saved

Vendor Info ☐ Coding Info ☐ Receipt Info ☐

Total: \$400.00

Notes	Atch	Status	Item #	Description	Qty	U/M	Price	SubTotal	WorkFlow
Menu			A1	Packs	4	Each	60.00	240.00	wf1
			A2	Packs	2	Each	80.00	160.00	wf1

Menu options: Delete Line Item, Duplicate Line Item, Create Freight Item, Show History, Show Full Description, Request Price Check, Edit Ship-To Address, Edit Bill-To Address

The menu functions include:

- Click **Delete Line Item** to delete the line item.
- Click **Duplicate Line Item** to create another row that is a duplicate of that line.
- Click **Create Freight Item** to create another row to enter freight charges separately. This line will be associated to the line item selected. The purchaser will not have to select this row to add to a purchase order – it will be part of the requisition line item.
- Click **Show History** to view the actions taken on the requisition.
- Click **Show Full Description** to see the complete text of the **Description** field. You can also double-click the **Description** field to show the complete description.
- Click **Request Price Check** to send an alert to a purchaser to verify the cost of that line item.
- Click **Edit Ship-To Address** to select a specific shipping address from a list that is maintained by your agency's Purchasing administrator. Only required if you do not want to use the default address or if no default address is present.
- Click **Edit Bill-To Address** to select a specific billing address from a list that is maintained by your agency's Purchasing administrator. Only required if you do not want to use the default address or if no default address is present.

TO FIND THE PURCHASE ORDER NUMBER OR STATUS FOR A REQUISITION

Once a requisition has been ordered, you can check the status of the items, the purchase order number, the name of the purchaser, and if any of the items have been received.

1. From the **Requisitions** menu, click the **Status** tab.
2. Click **Select** next to a requisition with a status of **Ordered**.
3. Check the **Receipt info** check box.

Figure 7 - Requisition receipt info

The screenshot displays the 'Status' tab for a requisition. At the top, it shows 'Department: RAD: Research and Development', 'Req #: 6546-S', and 'Tracking #: 298'. Below this, the 'Need by' date is '04/25/2008' and the 'Status' is 'Ordered'. The description is 'Binoculars'. The 'Requested by' is 'JAMES CARTER (04/18/2008)' and the 'Edited by' is 'JAMES CARTER (04/18/2008)'. The total amount is '\$445.00'. The 'Receiving Info' checkbox is checked and circled in red. Below the total, there is a table with columns: Notes, Atch, Status, Item #, Description, Purchaser, PO #, and Receiver Rct Date. The table contains two rows of data for 'Binoculars' purchased by 'PAMELA MENJIVAR 6235-Sx'.

Notes	Atch	Status	Item #	Description	Purchaser	PO #	Receiver Rct Date
Menu		Ordered	333-ABC	Binoculars	PAMELA MENJIVAR 6235-Sx		
Menu		Ordered	8456AMC	Binoculars	PAMELA MENJIVAR 6235-Sx		

The requisition items, the purchase order number, the name of the purchaser, etc. will be displayed

PURCHASING USER MANUAL

ENTERING FISCAL CODING ON A REQUISITION

INTRODUCTION

Depending on your agency's process and the role you have been assigned by your administrator, you can click **Fiscal** next to a requisition on the **Status** screen or check the **Coding Info** check box on the **Requisitions** screen if you have completed itemization on the requisition.

A requisition must be authorized before fiscal coding can be completed. Fiscal coding can be entered and saved, but the requisition cannot be marked "Coding Complete" until it is authorized. NOTE: An agency's Purchasing administrator may enable automatic authorization.

Required fiscal codes are based on the transaction code (TC) – whatever the transaction code requires will be required on the requisition.

TO ENTER FISCAL CODING

On the **Requisition** screen:

1. Check the **Coding Info** check box to display the fiscal code fields.

Figure 1 - Coding Info

The screenshot displays the 'Requisition' screen in the purchasing system. At the top, there are tabs for 'Status', 'Requisition', 'Approval', and 'Reports'. The 'Requisition' tab is active. Below the tabs, there are fields for 'Department' (BHS: BUREAU OF HOMELAND ST), 'Req #' (B0800018), and 'Tracking #' (155). There are buttons for 'New Requisition', 'Save', and 'Preview'. Below these, there are fields for 'BFY' (2008), 'Need by' (01/14/2008), 'All or Nothing' (checkbox), 'Req Notes' (checkbox), and 'Req Attachment' (checkbox). The 'Description' field contains 'Packs'. The 'Status' field is highlighted with a red circle and contains the text 'Awaiting Fiscal Coding'. Below the status, it says 'Requested by: TIM TRACE (01/07/2008)' and 'Edited by: JAMES CARTER (01/07/2008)'. There are buttons for 'Make PO', 'Make Template', and 'Void Requisition'. At the bottom, there is a table with columns for 'Notes', 'Atch', 'Status', 'Item #', 'Description', 'TC', 'R', 'Ref Doc', 'Sts', 'Mod', 'PCA', 'Index', 'ExpSub', 'DB', 'RevSub', 'DB', 'Grant', 'Ph', 'Project', and 'PB'. The table has two rows: 'Awaiting Fiscal Coding A1' and 'Awaiting Fiscal Coding A2', both with 'Packs' as the description. The 'Coding Info' checkbox is checked, and the 'Changes Saved' message is visible.

2. If necessary, review the **Req Notes**, **Req Attachment**, or the line item **Notes** and/or attachments (**Atch**).
3. Enter the transaction code in the **TC** field. If you are not sure which transaction code to use, you can look up transaction codes and select one (see below).

4. Press TAB or click into another field. Other fiscal code fields required by the TC will be highlighted in pink. You can save your work on the fiscal coding/distribution and finish the coding later. However, these fields will be required at the time the coding is marked as complete.

Figure 2 - Required fiscal codes

Notes	Atch	Status	Item #	Description	TC*	R	Ref Doc*	Sfx	STARS	Mod	Index*	PCA	ExpSub*	Dtl	RevSub*	Dtl
		Awaiting Fiscal Coding	1	Kleenex	238											

5. Complete the remainder of the fiscal coding (Index, PCA, subobject, etc). A fiscal code field that is designated with an asterisk (*) can perform lookups or validations. To look up or search for a fiscal code, choose a field marked with an asterisk, place the cursor in the field, and press F3.
 - a. In the look up window, enter any combination of search criteria (transaction code, PCA or Index, or whatever is applicable to the data element). You can enter just the first few numbers or letters to find a code that begins with those letters or numbers or use the wildcard (%).
 - b. Click **Find**.
 - c. Click the fiscal code you want to use. The distribution grid will be automatically populated with that code and any related fiscal codes.
 - d. If you enter a fiscal code in one of these designated fields without using the look up, press TAB and the code will be validated. Invalid fiscal codes will be highlighted and an error message will be displayed.

Figure 3 - PCA look up example

PCA	Description	BFY	Fund	Dtl
01010	ADMINISTRATION	2008		
01020	STATEWIDE ACCOUNTING	2008		
01030	STATEWIDE PAYROLL	2008		
02040	COMPUTER SERVICE CENTER	2008		
02099	DISASTER SUBGRANT	2008		
01010	ADMINISTRATION	2007		
01020	STATEWIDE ACCOUNTING	2007		
01030	STATEWIDE PAYROLL	2007		
02040	COMPUTER SERVICE CENTER	2007		

6. If you haven't done so yet, uncheck the **Coding Info** check box and select a workflow from the **Workflow** drop down menu.

Figure 4 - Select a workflow

Notes	Atch	Status	Item #	Description	Qty	UM*	Price	Sub Total	Workflow
		Awaiting Fiscal Coding		Paper	8	Box	40.00	320.00	-Select Workflow-
		Awaiting Fiscal Coding		Toner	3	Box	45.00	135.00	-Select Workflow-
		Awaiting Fiscal Coding		Staples	3	Box	12.00	36.00	-Select Workflow-

7. If needed for your agency's process, check the **Vendor Info** check box and enter a vendor name and address.
 - If you enter a valid vendor number and suffix, the application will look up and automatically enter the name and address.
 - You can enter an invalid vendor number/suffix, but you must then also enter a vendor name.

The purchaser may add or update the vendor information with the actual vendor number and vendor name added by the purchaser when a purchase order is created.
8. When finished, click **Coding Complete**. Any missing or invalid fiscal codes will be highlighted.
9. The requisition will be ready for approval. Once the fiscal coding is complete, the requisition cannot be changed. A Purchaser can, however, make changes to the quantity, price, and unit of measure of individual line items.

ADDING OR DELETING LINE ITEMS

A fiscal coder can add or delete items to a requisition. On the **Requisitions** screen:

1. Click **Add Item**.
2. Enter a **Description**, quantity (**Qty**), unit of measure (**U.M.**), **Price**, and select a **Workflow**.
3. Click **Save**.
4. You will be prompted to enter the correct fiscal coding.

To delete a line item:

1. Click **Menu** next to a line item.
2. Click **Delete Line Item**.

PURCHASING USER MANUAL

ADDING SEPARATE FREIGHT OR SHIPPING CHARGES

INTRODUCTION

In some cases, you may need to add a separate line item for freight or shipping charges to a requisition if required by your agency's process or for certain vendors or types of purchases. Freight line items can be added at any point up until the fiscal coding is marked as Coding Complete.

TO ADD A FREIGHT OR SHIPPING LINE ITEM TO A REQUISITION

1. Click **Add Item** to enter the line item(s) for the goods you are requesting.

Figure 1 - Adding a line item

The screenshot displays the 'Requisition' tab in the purchasing system. At the top, there are tabs for 'Status', 'Requisition', 'Approval', and 'Reports'. Below these, there are fields for 'Department' (BHS: BUREAU OF HOMELAND ST), 'Req #' (159), and 'Tracking #' (159). There are buttons for 'New Requisition', 'Save', and 'Print Preview'. The 'Save' button is circled in red. Below these fields, there are sections for 'Need by' (01/14/2008), 'All or Nothing' (checkbox), 'Req Notes', and 'Req Atch'. There is a 'Description' field with 'Packs' entered. Below this, there is a 'Status' section showing 'New Requisition' and 'Requested by: JAMES CARTER (01/08/2008)'. There is also an 'Edited by: JAMES CARTER (01/08/2008)' field. At the bottom left, there is a table with columns: 'Notes', 'Atch', 'Status', 'Item #', 'Description', 'Qty', 'UM', 'Price', 'Sub Total', and 'Workflow'. The first row in the table has 'Packs' in the 'Description' column, '0' in the 'Qty' column, and '0.00' in the 'Price' column. The 'Add Item' button is circled in red at the bottom left of the table. The 'Menu' button is circled in red at the bottom left of the table. The 'Clear All Items' button is at the bottom right of the table.

2. Click **Save**.
3. Click **Menu** next to the line item that you want to add freight charges to.

Figure 2 - Line Item Menu

The screenshot shows a software interface for adding line items. At the top, there are buttons for 'Add Item' and 'Itemize Complete', and a status 'Changes Saved'. Below these are checkboxes for 'Vendor Info', 'Coding Info', and 'Receiving Info'. A 'Total: \$400.00' is displayed. The main table has columns: Notes, Atch, Status, Item #, Description, Qty, U/M*, Price, SubTotal, and Workflow. Two items are listed: Item # A1, Description 'Packs', Qty 4, U/M 'Each', Price 60.00, SubTotal 240.00, and Workflow 'wf1'; and Item # A2, Description 'Packs', Qty 2, U/M 'Each', Price 80.00, SubTotal 160.00, and Workflow 'wf1'. A context menu is open over the first item, listing options: Delete Line Item, Duplicate Line Item, Create Freight Item, Show History, Show Full Description, Request Price Check, Edit Ship-To Address, and Edit Bill-To Address.

Notes	Atch	Status	Item #	Description	Qty	U/M*	Price	SubTotal	Workflow
			A1	Packs	4	Each	60.00	240.00	wf1
			A2	Packs	2	Each	80.00	160.00	wf1

4. Click **Create Freight Item** to create another row to enter freight charges separately.
5. Enter the **Price** for the amount of the charges and select a **Workflow**.

Figure 3 - Freight Charge line item

The screenshot shows the same software interface as Figure 2, but now with three items. The third item is a freight charge: Item # 'Freight A2', Description 'Packs', Qty 1, U/M 'Freight Charge', Price 8.00, SubTotal 8, and Workflow 'Worker'. The 'Total: \$400.00' remains. There are additional buttons at the top right: 'Clear All Items' and a note '*Press F3 for Lookup'. The checkboxes for 'Vendor Info', 'Coding Info', and 'Rcpt Info' are also present.

Notes	Atch	Status	Item #	Description	Qty	U/M*	Price	SubTotal	Workflow
			A1	Packs	4	Each	60.00	240.00	Worker
			A2	Packs	2	Each	80.00	160.00	Worker
			Freight A2	Packs	1	Freight Charge	8.00	8	Worker

6. When finished with adding requisition line items and freight charge line items, click **Itemize Complete**.
7. Depending on your agency's process, the requisition will be ready for authorization or fiscal coding.
8. A freight charge line item can be coded differently than the requisition line item if needed. A freight charge item can also be approved or rejected separately from the line item.

PURCHASING USER MANUAL

CHANGING THE DEFAULT SHIPPING OR BILLING ADDRESS

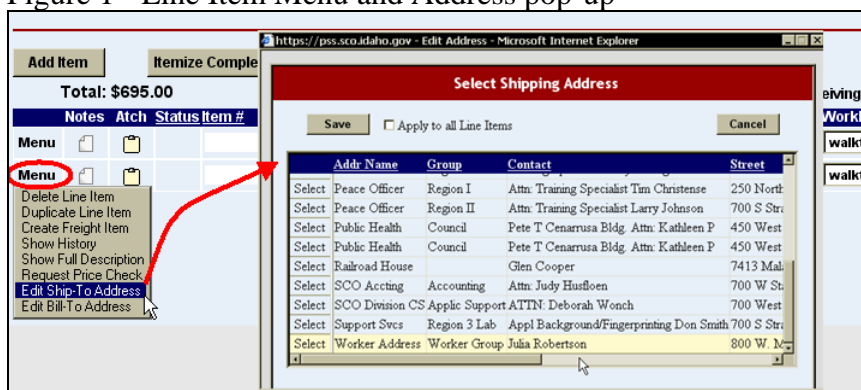
INTRODUCTION

The agency's Purchasing administrator will set up default shipping and billing addresses to be printed on all requisitions or purchase orders. When appropriate, a user may change the shipping or billing address. A requester can change the addresses on a requisition line item and the purchaser can change the addresses on a purchase order line item (i.e., a purchaser can effectively override the address that the requester has changed). Approvers can view the addresses to verify them, but cannot change them.

TO CHANGE THE SHIPPING OR BILLING ADDRESS

1. Click **Menu** next to the line item that you want to change the shipping or billing address.
2. Click either **Edit Ship-to Address** or **Edit Bill-to Address**, depending on the change needed.
3. A pop-up window will display a list of addresses. These addresses are entered by your agency's Purchasing administrator. (If no addresses are displayed or the address you would like to use is not displayed, contact your administrator.)

Figure 1 - Line Item Menu and Address pop-up



4. Click **Select** next to the address to use instead of the default address.

PURCHASING USER MANUAL

AUTHORIZING AND APPROVING A REQUISITION

INTRODUCTION

Your agency may enable automatic authorization of requisitions. If so, no authorization steps are required. If your agency requires manual authorization, a person who has been assigned Authorizer security by their administrator must authorize the requisition before the fiscal coding can be complete and the requisition approved. NOTE: Fiscal coding can be entered and saved, but the requisition cannot be marked “Coding Complete” until it is authorized.)

The agency’s Purchasing administrator will assign users as Authorizers. The administrator will also assign users as Approvers and assign their approval rules (or ‘approval restrictions’). The administrator will also add Approvers to the requisition workflows and departments.

TO AUTHORIZE A REQUISITION

If your agency requires manual authorization, a person who has been assigned Authorizer security by their administrator must authorize the requisition before the fiscal coding can be completed.

1. If you are just opening the **Requisitions** menu, click the **Status** tab.
2. Click **Authorize** next to a requisition with a status of **Awaiting Authorization**. The **Requisition** screen will open.
3. If necessary, review the **Req Notes**, **Req Atch**, or the line item **Notes** and/or attachments (**Atch**).
4. Click the **Authorize** button.

Figure 1 - The Requisition screen

The screenshot shows the 'Requisition' screen. At the top, the status is 'Awaiting Authorization' (highlighted with a red circle). Below this, it says 'Requested by PATRICIA ROLLER (03/19/2008)' and 'Edited by PATRICIA ROLLER (03/19/2008)'. There are buttons for 'Void Requisition', 'Add Item', 'Authorize' (highlighted with a red circle), and 'Clear All Items'. Below the buttons, there is a table with columns: Notes, Atch, Status, Item #, Description, Qty, U/M, Price, SubTotal, and Workflow. The table contains four rows of items: Solar Panels, Converter, Electrical Tape, and Wire. Each row has a 'Menu' button, a folder icon, and a 'Status' of 'Awaiting Authorization'. The 'Workflow' column has a 'walkthru' button for each item.

Notes	Atch	Status	Item #	Description	Qty	U/M	Price	SubTotal	Workflow
Menu		Awaiting Authorization		Solar Panels	4	Each	800.00	3,200.00	walkthru
Menu		Awaiting Authorization		Converter	1	Each	900.00	900.00	walkthru
Menu		Awaiting Authorization		Electrical Tape	2	Roll	3.99	7.98	walkthru
Menu		Awaiting Authorization		Wire	3	Roll	25.00	75.00	walkthru

TO APPROVE THE REQUISITION

Depending on your agency's process and the role you have been assigned by your administrator, click **Approve** next to a requisition on the **Status** screen or click the **Approval** tab if you have completed the fiscal coding of the requisition and now need to approve it. (The **Status** may be **Awaiting Line Approval** or **Awaiting Requisition Approval**, depending on the status of the line items in a requisition.)

Figure 2 - Status screen

The screenshot shows the 'Status' tab selected. At the top, there are search filters for Req #, Tracking #, Status (set to 'Active or recently received'), Request Date Range, and Departments. Below these is a table of requisitions. The table has columns: Trk #, Req #, Requester, Req'd Date, Description, and Status. Requisition 212 is highlighted, and the 'Approve' button next to it is circled in red.

Trk #	Req #	Requester	Req'd Date	Description	Status
128	DSA07007	TU ANH BOCKENSTETTE	12/14/2007	testing look ups and edits on TC 215	Awaiting Li
131	DSA07009	JAMES CARTER	12/20/2007	notebooks	Awaiting Fi
130	DSA08001	MERIDETH HACKNEY	01/28/2008	still trying to hit 215 edit error	Awaiting A
204	DSA08002	DAN GREITZER	03/13/2008		Ready for P
207	DSA08003	SUANNIE KORA	03/13/2008	PARTY ITEMS	Awaiting Fi
212	DSA08007	JAMES CARTER	03/17/2008	Leatherman Wave	Awaiting Li
98	SYS07001	MERIDETH HACKNEY	11/13/2007		Ready for P

1. If necessary, review the **Req Notes**, **Req Atch**, or the line item **Notes** and/or attachments (**Atch**).

Figure 3 - Notes and Attachments icons

The screenshot shows the 'Requisition' tab selected. It displays details for requisition DSA08007, including Department (DSA), BFY (2008), Need by date (03/24/2008), and Description (Leatherman Wave). The status is 'Awaiting Line Approval'. Below the details, there are 'Req Notes' and 'Req Atch' icons, both of which are circled in red. At the bottom, there is a table of line items.

Notes	Atch	Status	Item #	Description	Qty	U/M	Price	SubTotal	Encumb	Sfx	Mod	IC	R	Index	PCA	SubObj	DTL
			1	Awaiting Worker Level 1	877												
				Leatherman Wave	6	Each	\$70.00	\$420.00									

2. If needed, check the **Show Fiscal Coding Titles** check box to display and review the fiscal code titles. An approver cannot change fiscal coding, but can reject a line item for fiscal coding changes.

Figure 4 - Fiscal Coding Titles

The screenshot shows the 'Fiscal Coding Titles' screen. The 'Show Vendor Info' checkbox is unchecked, and the 'Show Fiscal Coding Titles' checkbox is checked and circled in red. Below the checkboxes is a table of fiscal coding titles.

Description	Qty	U/M	Price	SubTotal	Encumb	Sfx	Mod	IC	R	Index	Title	PCA	Title	S
Leatherman Wave	6	Each	\$70.00	\$420.00						230	3512	DSP REAPPROPRIA	01030 STATEWIDE PAYRO 5	

3. If needed, check the **Show Vendor Info** to display and review the vendor information, if available. (Depending on your agency's process, vendor information may be added by the purchaser.)

4. If needed, click **Menu** next to a line item and click **Show Full Description** to display the full text of the **Description** field.
5. To approve all line items of the requisition, click **Approve**. The **Approve** button will only be active if the approver has rights to approve every line.
6. To approve individual line items of the requisition, click **Menu** next to a line item, and then click **Approve Line Item**.

Figure 5 - Approve button and Menu

Description: Leatherman wave
Status: **Awaiting Line Approval**

Approve **Unapprove**

Total: \$420.00 ☐ Show Vendor Info ☐ Show Fiscal Coding Titles

Notes	Atch	Status	Item #	Description	Qty	U/M	Price	SubTotal	Encumb	Sfx	Mod	TC	R	Index	PCA	SubObj	D
		Awaiting Worker Level 1		Leatherman Wave	6	Each	\$70.00	\$420.00									

Menu

- Approve Line Item
- Reject Line Item
- Show History
- Show Full Description
- View Ship-To Address
- View Bill-To Address

7. To unapprove or reject all line items of the requisition, click **Unapprove**.
8. To unapprove or reject an individual line item of the requisition, click **Menu** next to a line item, and then click **Reject Line Item** (or **Reject all lines** if it is an "All or nothing" requisition).
9. When finished approving, the requisition status will be **Ready for Purchasing**.

NOTE: In order to reject a requisition item after the final approval, a purchaser must open the **PO** screen and use the line item **Menu** next to reject the line item(s).

REQUISITIONS YOU ARE UNABLE TO APPROVE

Requisitions or requisition line items shaded in purple mean that you cannot approve them. Click **Approve** next to a requisition and then click a line item **Menu** and **Show Reason** to find out why you cannot approve the item. There may be restrictions set by your Purchasing administrator, such as:

- You are not part of the requisition workflow.
- You are not part of the Requisition Department and your administrator has restricted approvals by department.
- The line item(s) have fiscal coding or a dollar amount which your approval rules do not allow you to approve.
- You created the requisition and you are an approver, but the administrator has restricted approvers from approving their own requisitions.

Figure 6 – Items you cannot approve

Status: **Awaiting Line Approval**

Approve **Unapprove**

Total: \$12,200.00 ☐ Show Vendor Info ☐ Show

Notes	Atch	Status	Item #	Description	Qty	U/M	Price	SubTotal	TC	R	Encumb	Sfx	Mod	Index	PCA	SubObj	D
		Awaiting Mgr		Microwaves	2	Each	\$100.00	\$200.00	230					2008	1002	01010	5050
		Awaiting Mgr		boats	2	Each	\$6,000.00	\$12,000.00	230					2008	1002	01010	5101

Cannot approve this line item

5. Check the **Apply to all Line Items** if you want to use the selected address for all items of the requisition.
6. Click **Save**.
7. Click the **x** on the pop-window to close it.

Figure 2 - Exit the Address window



8. Complete the requisition or purchase order according to your agency's process.
9. Click **Print Preview** to view the changes or to review the addresses as an approver.

Figure 3 - Requisition Print Preview.

Requisition Description			Keep Together	<input type="checkbox"/>	Attachment	<input type="checkbox"/>
Automotive Parts						
Item No	Quantity	U/M	Price			
Item Description						
Item Billing Address						
Item Shipping Address						
1	Each		215.00	0.00	\$215.00	
air intake						
Attn: Rebecca K Thomason, 650 West State room 100, PO Box 83720 Boise ID, 83720 (208) 3321824						
Julia Robertson, 800 W. Main Street Sun Valley Id, 83566 (208) 5551111 201						
4	Each		120.00	0.00	\$480.00	
Shocks						
Attn: Rebecca K Thomason, 650 West State room 100, PO Box 83720 Boise ID, 83720 (208) 3321824						
Attn: Supervisor Donald Peck, 209 E Lewis Pocatello Id, 83201 (208) 2329474						
Subtotal			\$695.00	\$0.00		
Total					\$695.00	

Requisition Notes